



CITY OF GRAPEVINE
HISTORIC PRESERVATION COMMISSION
CERTIFICATE OF APPROPRIATENESS APPLICATION

**SUMMARY OF HISTORIC PRESERVATION COMMISSION
CERTIFICATE OF APPROPRIATENESS REQUIREMENTS**

APPLICATION REVIEW REQUIREMENTS

- A. MEET WITH THE HISTORIC PRESERVATION STAFF TO REVIEW APPLICATION REQUIREMENTS FOR YOUR SPECIFIC REQUEST
- B. COMPLETE THE APPLICATION - INCLUDE SIGNATURES OF PROPERTY OWNER OR APPLICANT
- C. LIST THE ADDRESS, THE LOT, BLOCK AND SUBDIVISION OF THE SUBJECT PROPERTY
- D. PROVIDE PLANS OR DRAWINGS ON 8 ½ X 11 OR 11 X 17 PAPER DRAWN TO SCALE AND DIMENSIONED (WHERE REQUIRED) WITH OTHER DRAWINGS AS DESIRED OR AS REQUESTED BY STAFF. THE SCALE SHOULD BE LARGE ENOUGH TO BE CLEARLY LEGIBLE
- E. PROVIDE MATERIAL AND COLOR SAMPLES OF PROPOSED WORK

THE APPLICATION MUST BE COMPLETED AND MEET ALL CITY OF GRAPEVINE ORDINANCE REQUIREMENTS BEFORE A REQUEST FOR A CERTIFICATE OF APPROPRIATENESS CAN BE SCHEDULED FOR A PUBLIC HEARING

SUBMISSION/APPROVAL OF A CERTIFICATE OF APPROPRIATENESS DOES NOT CONSTITUTE APPROVAL OF A BUILDING PERMIT.
BUILDING PERMITS SHALL BE SUBMITTED SEPARATELY.

DELIVER TO:

HISTORIC PRESERVATION DEPARTMENT
636 SOUTH MAIN STREET
GRAPEVINE, TX 76051

OFFICE 817-410-3556
FAX 817-410-3038

CERTIFICATE OF APPROPRIATENESS APPLICATION

<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Date _____</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Property Owner Name, Address & Phone Number _____ _____ _____ Phone: _____ Mobile: _____ Email: _____ Property Address <i>(include any suite number)</i> _____ _____</div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Number _____</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Applicant Name, Address & Phone Number _____ _____ _____ Phone: _____ Mobile: _____ Email: _____ Legal Description Block _____ Lot _____ Subdivision _____</div>
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Tenant Name/Occupancy/Use _____

Request/Description of Work to Be Done

<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Drawings/Sketches Attached</div> <div style="margin-top: 10px;"><input type="radio"/> Yes <input type="radio"/> No</div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Photographs Attached</div> <div style="margin-top: 10px;"><input type="radio"/> Current <input type="radio"/> Historic</div>
Material Sample(s) Attached <i>(please list)</i> _____ _____ _____	

*I hereby certify that this information is correct to the best of my knowledge and that the said work will be done in conformance with all submissions herein set forth, and in compliance with the City of Grapevine's Historic Overlay District Ordinances and Building Codes. **APPROVAL OF A CERTIFICATE OF APPROPRIATENESS DOES NOT CONSTITUTE APPROVAL OF OTHER REQUIRED BUILDING PERMITS.***

<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Signed x _____</div> <p align="center"><i>Owner or Contractor</i></p> <p align="center"><i>Office Use</i></p> <div style="margin-top: 10px;"><input type="radio"/> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Approved</div> <input type="radio"/> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Approved with Conditions:</div> _____</div> <div style="margin-top: 10px;"><input type="radio"/> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Denied</div> _____</div> <div style="margin-top: 10px;">x _____ <div align="center"><i>Chair – Historic Preservation Commission</i></div></div> <div style="margin-top: 10px;">x _____ <div align="center"><i>Building Official</i></div></div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Print Name _____</div> <div style="margin-top: 10px;">x _____ <div align="center"><i>Historic Preservation Officer</i></div></div> <div style="margin-top: 10px;"><div style="border: 1px solid black; padding: 2px; display: inline-block; margin-right: 10px;">Date</div> _____</div>
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**THIS IS NOT A BUILDING PERMIT.
A SEPARATE BUILDING PERMIT MUST BE FILED AND APPROVED BY
THE BUILDING DEPARTMENT BEFORE STARTING WORK.**

2013

CITY OF GRAPEVINE

HISTORIC PRESERVATION COMMISSION

MEETING AGENDA SCHEDULE

MEETING DATES

DEADLINE

January 23, 2013	January 9, 2013
February 27, 2013	February 13, 2013
March 27, 2013	March 13, 2013
April 24, 2013	April 10, 2013
May 29, 2013	May 15, 2013
June 26, 2013	June 12, 2013
July 31, 2013	July 17, 2013
August 28, 2013	August 14, 2013
September 25, 2013	September 11, 2013
October 30, 2013	October 16, 2013
November 20, 2013	November 6, 2013
December 18, 2013	December 4, 2013